



CITY OF HOUSTON

Job Posting

1	bjw	
2	Applications accepted from:	
3	ALL PERSONS INTERESTED	
4	Job Classification	
5	ADMINISTRATIVE ASSOCIATE	
6	Posting Number	
7	PN#111017	
8	Department	
	PARKS AND RECREATION	
	Division	
	RECREATION OPERATIONS	
	Section	
	ADMINISTRATION	
	Reporting Location	
	2999 SO. WAYSIDE*	
	Workdays & Hours	
	M – F, 8 a.m. - 5 p.m.*	
	*Subject to change	
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>	
	This individual will provide administrative support in the day-to-day operations of the After-School Achievement Program (ASAP). Data entry of all documents to generate regular progress reports from funded sites. Compile and prepare reports for agencies that provide financial support to ASAP. Prepare periodic and special reports and organize and maintain files on all pertinent information for department reference. Organize and monitor inventory control for retention and retrieval of ASAP documents. Respond to written and telephone inquiries, requests and complaints from general public. Sort mail and operates various office equipment. Assist with special projects as requested.	
10	<u>WORKING CONDITIONS</u>	
	This position is physical comfortable; individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>	
	Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>	
	No experience is required. Professional administrative experience may be substituted for the above education requirement on a year for year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	
	NONE	
14	<u>PREFERENCES</u>	
	Preference will be given to applicants with proficiency in Microsoft Excel, Excel and Word.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	
	None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, this position is subject to random drug testing and if a promotional position, candidates must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	
	Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:	
	<u>Salary Range – Pay Grade 13</u>	
	\$824 - \$1154 Biweekly \$21,424 - \$30,004 Annually	
18	<u>OPENING DATE</u>	
	June 14, 2006	
19	<u>CLOSING DATE</u>	
	June 20, 2006	
20	<u>APPLICATION PROCEDURES</u>	
	Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	